

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
REANNOUNCED WITH A NEW CLOSING DATE  
BUILDING MAINTENANCE SUPERVISOR  
H.C. WILCOX TECHNICAL HIGH SCHOOL**

**[PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** Eligible State Employees

**Location:** 298 Oregon Road, Meriden, CT 06451

**Hours:** 7:30 a.m. – 3:30 p.m.

**Salary:** \$64,483 – 84,043

**Closing Date:** January 3, 2014

**Job Posting #:** 60278

**ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Building Maintenance Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**GENERAL KNOWLEDGE:**

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of materials and methods of building repair and maintenance; considerable knowledge of preventative maintenance techniques; considerable interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to coordinate work assignments; supervisory ability.

**EXAMPLE OF DUTIES:**

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; inspects buildings and equipment to determine repair and improvement needs; receives repair requests, makes estimates of time and materials to meet requests and prioritizes according to need; maintains inventories of tools, equipment, supplies and orders or requisitions when needed, possibly requiring interaction with vendors; serves as a centralized purchasing officer for properties under his/her authority; coordinates arrangements for deliveries of materials and access to area by workers; arranges alternative plans for areas and services disrupted during construction and/or repair; may solicit bids from outside contractors and inspect contracted work; may read and interpret design blueprints and specifications for small scale renovations and remodeling; may make budget recommendations; performs related duties as required.

**GENERAL EXPERIENCE:**

Six (6) years' experience in the repair and maintenance of large buildings.

**SPECIAL REQUIREMENT:**

Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For state employees the Special Experience will be interpreted at the level of Building Superintendent 2.

**SUBSTITUTION ALLOWED:**

College training in architecture, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**PHYSICAL REQUIREMENT:**

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION PROCEDURE/REQUIRED DOCUMENTS**

**All required documents must be received by close of business on January 3, 2014 to be considered for interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Please submit the above documents to the following address:**

**H.C. Wilcox Technical High School  
298 Oregon Road  
Meriden, CT 06451  
ATTN: Sue Planinshek  
TEL: (203) 238-6260  
FAX: (203) 238-6602**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)